CHEP APPLICATION PROCEDURES AT A GLANCE
(as provided by BCHCM)

1. Complete and sign the entire application-do not use "see attached" on any portion of the application form. You may use n/a or not applicable.

2. Provide an additional sheet or brief resume that lists job history for the past 10 years as applicable.

3. Provide reference evaluation forms to two persons who know your qualifications and skills. Have them complete the forms and mail to the board.

4. You do not need a college degree to qualify for the CHEP exam. The board also uses experience as a qualifying factor.

5. Provide proof of a college degree at the bachelor's level or higher by attaching a copy of the degree certificate or an unofficial transcript. You still must list education completed on the application form. We do not need transcripts for multiple degrees.

5. Provide a current job description in addition to the job information entered on the application.

6. You may attach copies of other documentation that would complement your application. Other documents could be copies of licenses, certifications, etc. You can attach a list of emergency related training and education you have completed during the past 10 years. Do not submit copies of FEMA certificates or any other attendance/training certificates.

7. Mail the application with supporting documents to the following address:

BCHCM, P.O. BOX 515, HELENA, AL 35080

8. Do not fax the application unless prior arrangements have been made with BCHCM. It is not necessary to send applications by certified mail, UPS or FedEx.